

Career and Technical Education Timelines

Weekend/holiday dates default to the following business day.

January

- ☐ January 20 - State Career and Technical Student Enrollment Reports are sent to districts
 - All districts wishing to apply for either Carl Perkins or state career and technical funding for the upcoming school year must complete and return Career and Technical Student Enrollment reports for each career and technical program in the district.

February

- ☐ February 10 - State Career and Technical Student Enrollment Reports are due back to the Office of Public Instruction.

April

- ☐ Early April - State Career and Vocational/Technical Education (state grant program) applications are sent to districts.
- ☐ Early April - Carl D. Perkins (federal grant program) applications are sent to districts.
 - The Carl D. Perkins application and the State Career and Vocational/Technical Education application are for separate grant programs. Schools applying for both grants need to submit both forms. Schools wishing to apply for only one grant should return only the application appropriate for that particular grant.
 - Applicants for Carl D. Perkins funds must enter their vocational concentrators into the Carl Perkins Accountability program found on the OPI Web site. This vital information is required for the accountability reports for the Office of Vocational and Adult Education (OVAE), a division of the U.S. Department of Education. Inaccurate reporting could jeopardize a district's – or Montana's – Carl Perkins funding.

May

- ☐ May 26 - State Career and Vocational/Technical Education (state grant program) applications are due back to the Office of Public Instruction.
- ☐ May 26 - Carl D. Perkins grant (federal grant program) applications are due back to the Office of Public Instruction.

June – July – August

- ☞ Applications for Carl D. Perkins and State Career and Vocational/Technical Education grants are reviewed.

July - August

- \$ ☞ Districts will receive notification of Carl D. Perkins allocation approval and amount.

August

- \$ ☞ August 10 - Fiscal Closeout Reports for Carl D. Perkins are due to the Office of Public Instruction Accounting Division.

October

- \$ ☞ October 30 - Districts will receive notification of State Career and Vocational Technical Education allocation approval and amount per program area.

November

- \$ November 1 - State Career and Vocational/Technical Education allocations are due to the county treasurers' offices.
- ☎ ☞ November 1 - 30 - Districts conduct follow-up of vocational concentrators and enter the information into the Carl Perkins Accountability Program found on the OPI Web site.

December

- ☞ December 31 – Vocational concentrator follow-up information must be completed.

This document is also available on the Career, Technical, and Adult Education (CTAE) Web page: www.opi.mt.gov/CareerTechEd.